COLUMBUS CITY SCHOOLS

Vendor Self Service (VSS)

tyler technologies

Enterprise ERP, *powered by Munis®*

User Guide for

Vendor Self Service (VSS)

Version 2021

Table of Contents:

About vendor self-service……3
Registering to use Enterprise ERP (VSS)……..4
Existing Users……6
Password Resets and locked accounts……...6
Vendor Registration……7
Linking to an Existing vendor record……8
Creating a new vendor record……8
Vendor Self Service……15

Columbus City Schools Vendor Registration

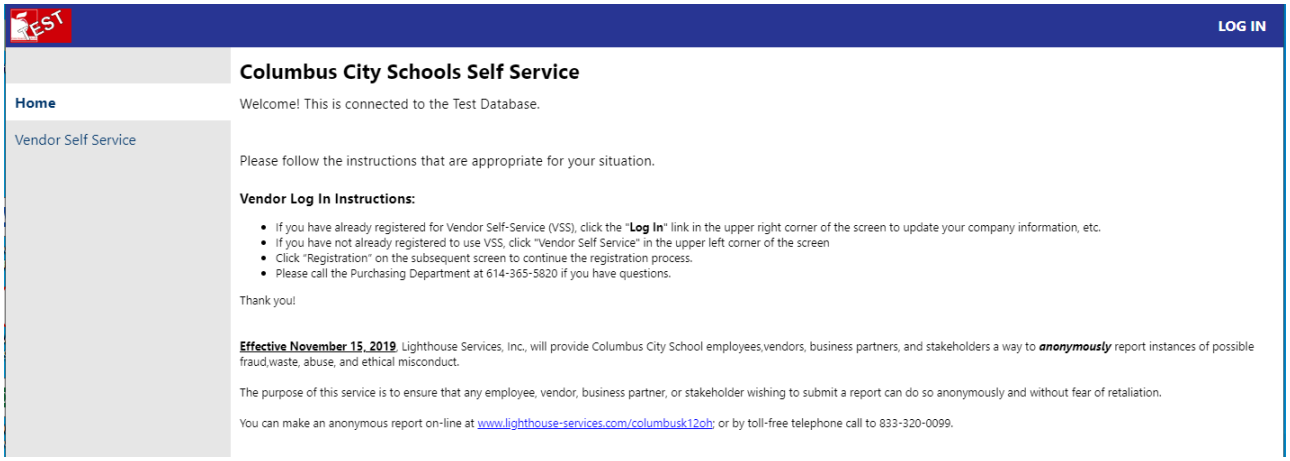
Thank you for your interest in becoming a vendor with Columbus City Schools (CCS). You can register via CCS Vendor Self Service (VSS). The information below will guide you through the registration process.

General Vendor Information and CCS General Terms and Conditions can be found on the vendor page at:
https://www.ccsoh.us/vendors.

VSS gives vendors web-based access to all their information including purchase orders, invoices, payment checks, and 1099's. Vendors can also update their addresses and contact information on this site.

Entering the System:
If you are not already at the following web site, insert the following link into your web browser to enter the system:
https://columbusvendors.munisselfservice.com/

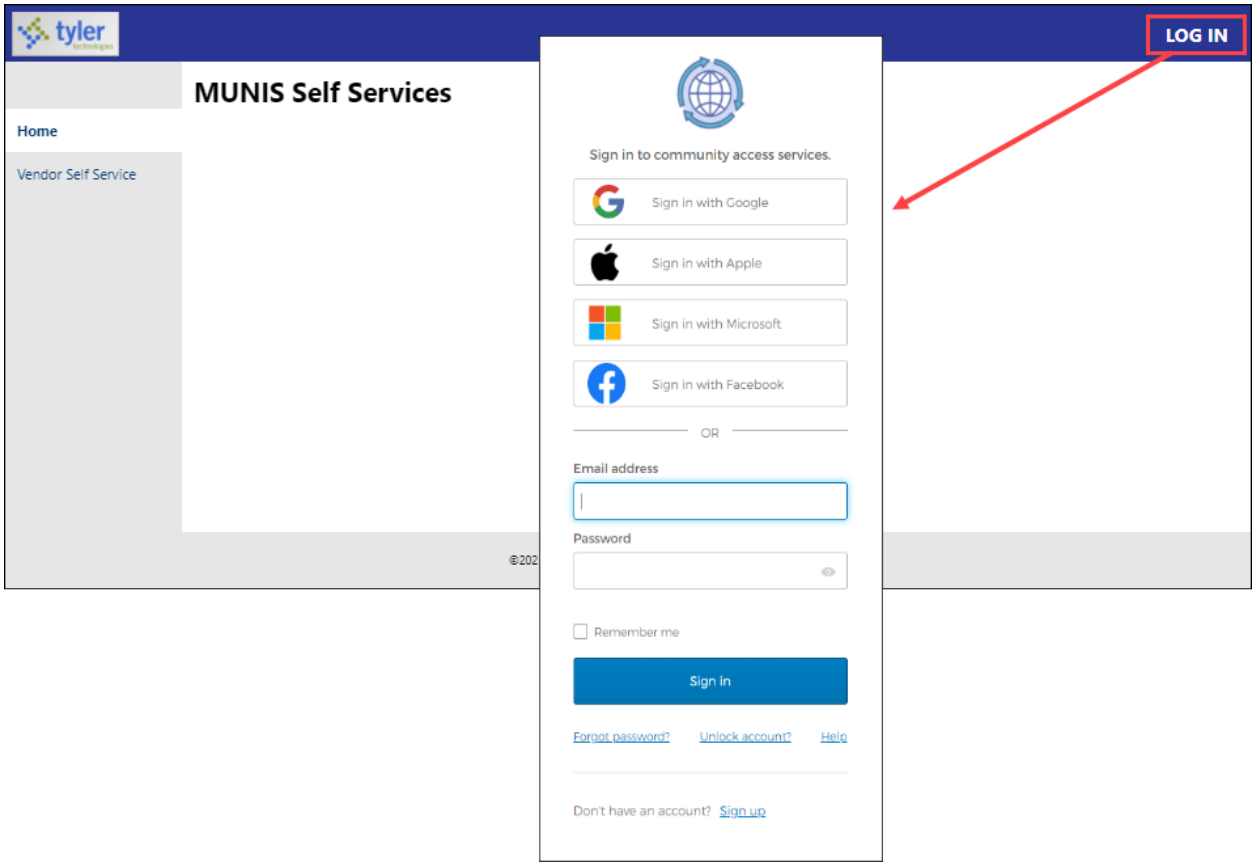
The screen below will appear:



Registration: You will need to register to use **Enterprise ERP (VSS)** even if you are already a Columbus City Schools' vendor. New vendors, as well as existing vendors, must register to access the Vendor Self Service.

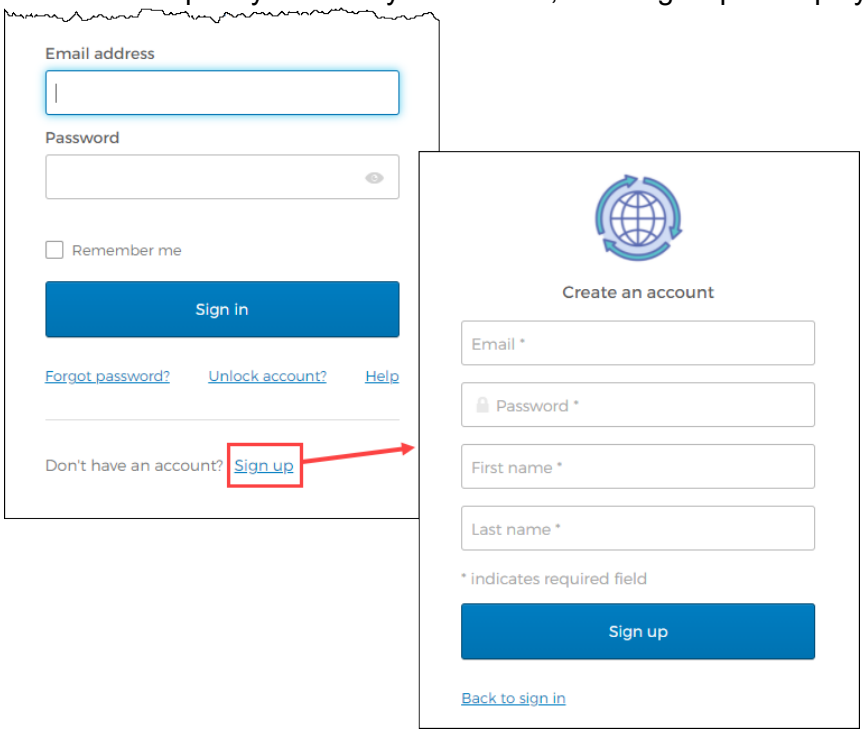
Click on the "LOG IN" in the upper right corner.

.

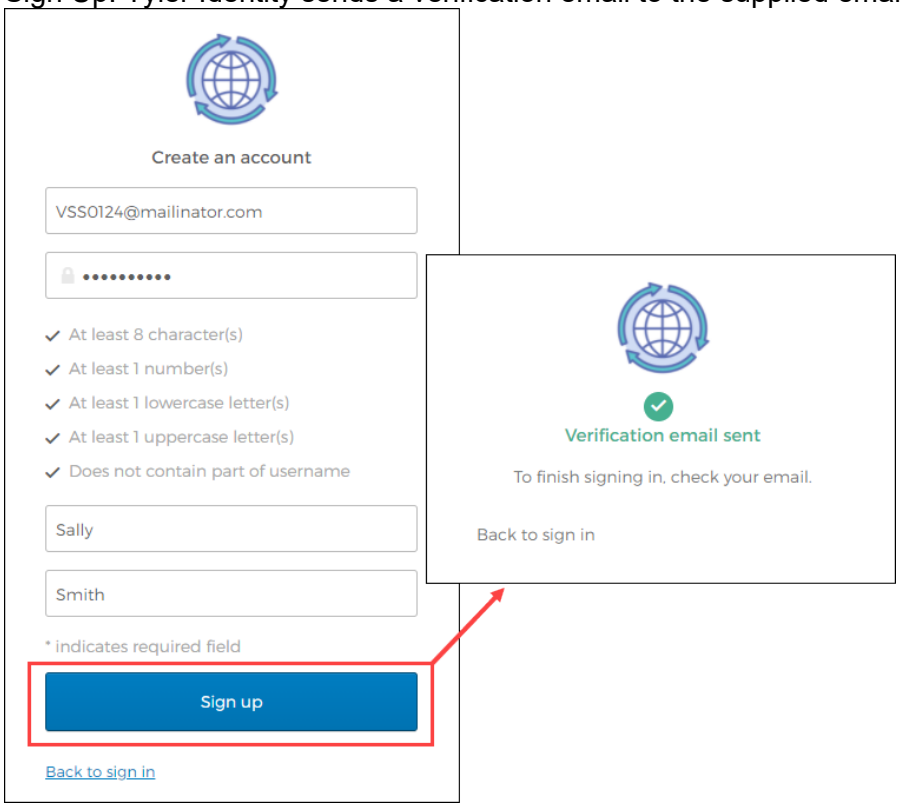


From this screen, vendors may use their established email and password credentials for an existing social account (such as Google®, Apple®, Microsoft®, or Facebook®) to log in, or click the Sign Up option to create unique Tyler Identity credentials.

To create unique Tyler Identity credentials, click Sign Up to display the Create an Account screen.



Enter a valid email address, create a password, complete the first and last name information, and click Sign Up. Tyler Identity sends a verification email to the supplied email address.



Click the link in the verification email to complete the account verification process and return to VSS. Users cannot log into VSS until they verify the account.

.

Existing Users

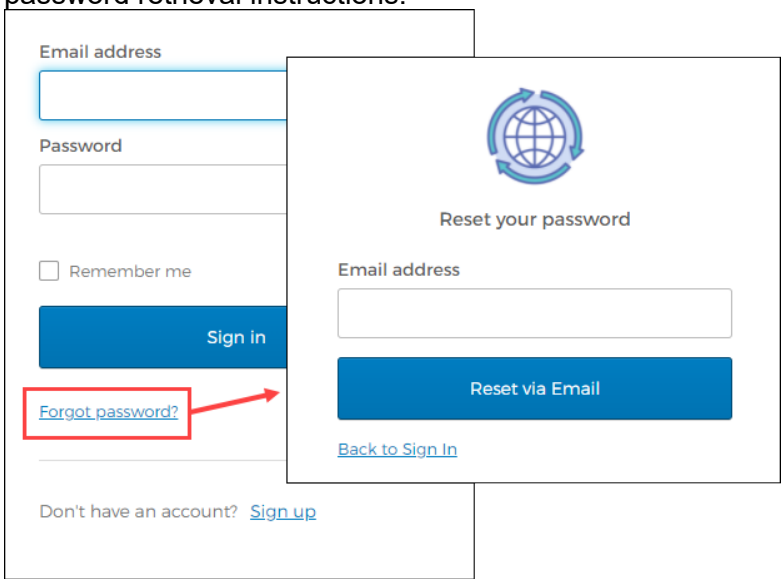
Users who have established a Tyler Identity account can log in using their Tyler Identity email and password credentials. Users who have not transitioned to using Tyler Identity must create a new account.

- If vendors create a Tyler Identity account using their previous credentials and the email addresses match, the existing VSS account information is automatically linked to the Tyler Identity account.
- If vendors do not use an existing email, or if they have multiple accounts that use the same email address, they must create a new Tyler Identity account and complete the process to link the VSS account to it.

Important! Tyler Identity allows users to log in using social provider accounts such as Apple, Facebook, Google, and Microsoft. The email address associated with the social provider account is used as the Tyler Identity email when completing these account verifications.

Password Resets

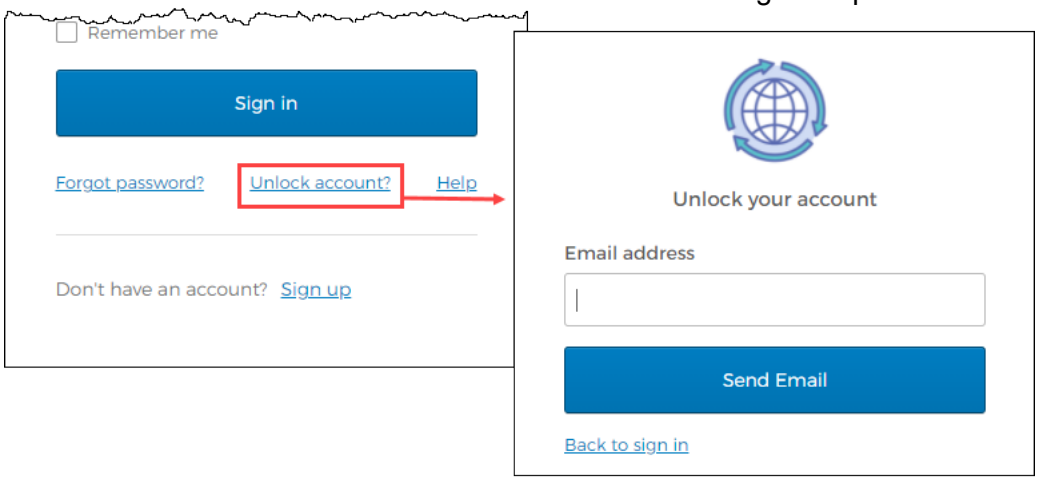
If a user forgets their assigned password, clicking the Forgot Password? link on the Sign-in screen provides the steps to reset the password. The Help link on the Sign-In screen also provides detailed password retrieval instructions.



Locked Accounts

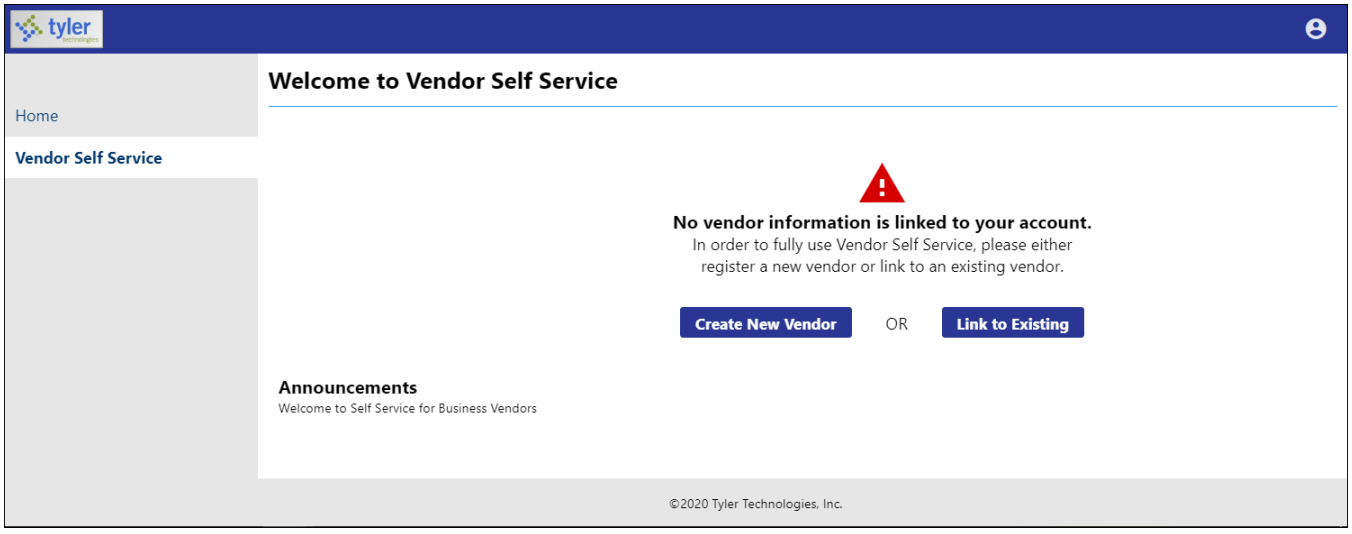
If a user's account is locked, for example, if too many unsuccessful password attempts have been made, clicking the Unlock Account? link on the Sign-in screen provides the steps to unlock the account.

Enter the email address associated with the account to begin the process to unlock the account.



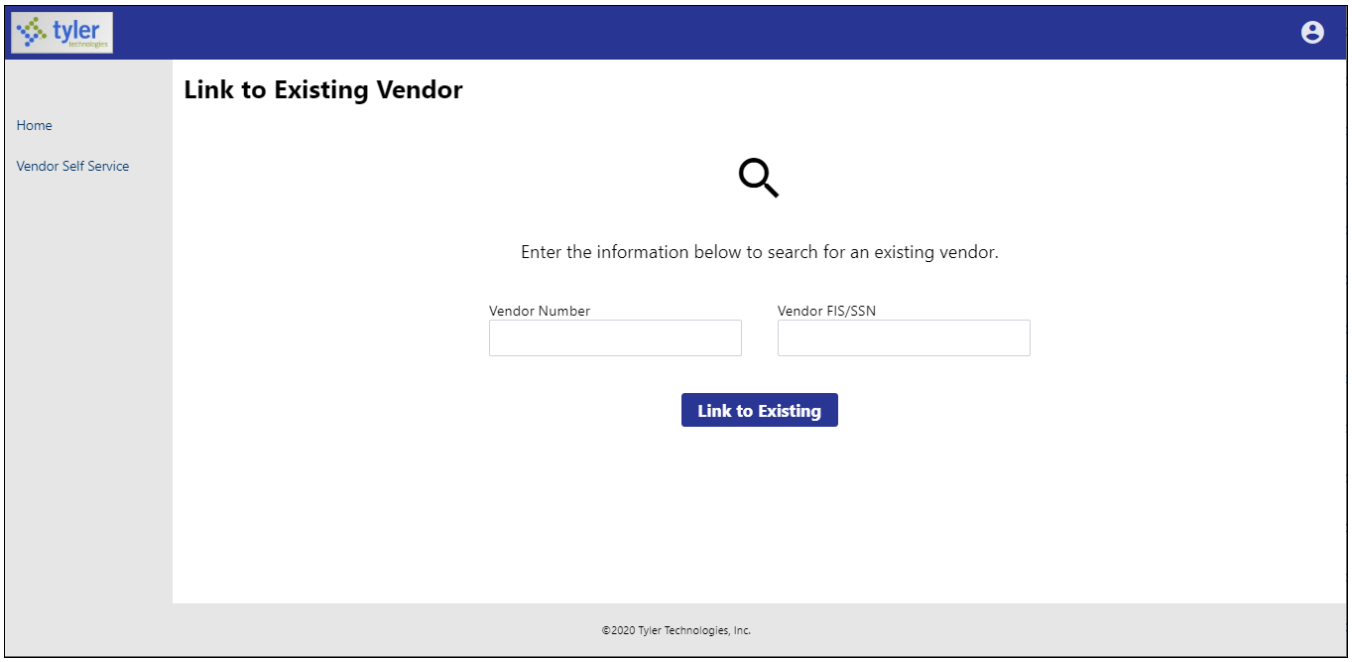
Vendor Registration

Once the vendor successfully logs into VSS, the program provides the Vendor Self Service Home page. This page includes options to create a new vendor record or link to an existing Enterprise ERP vendor record.



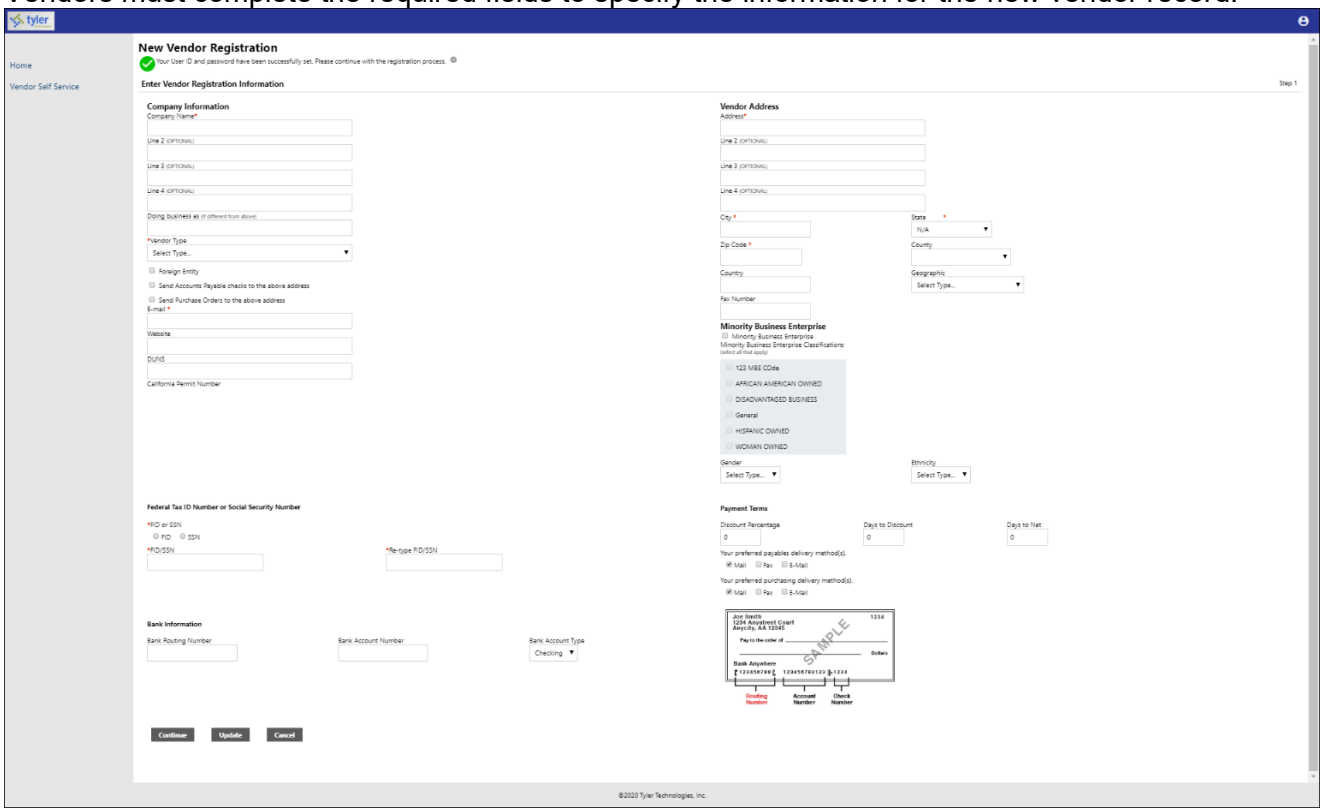
Linking to an Existing Enterprise ERP Vendor Record

Vendor must know the vendor number and Vendor FID/SSN associated with the vendor account.



Creating a New Vendor Record

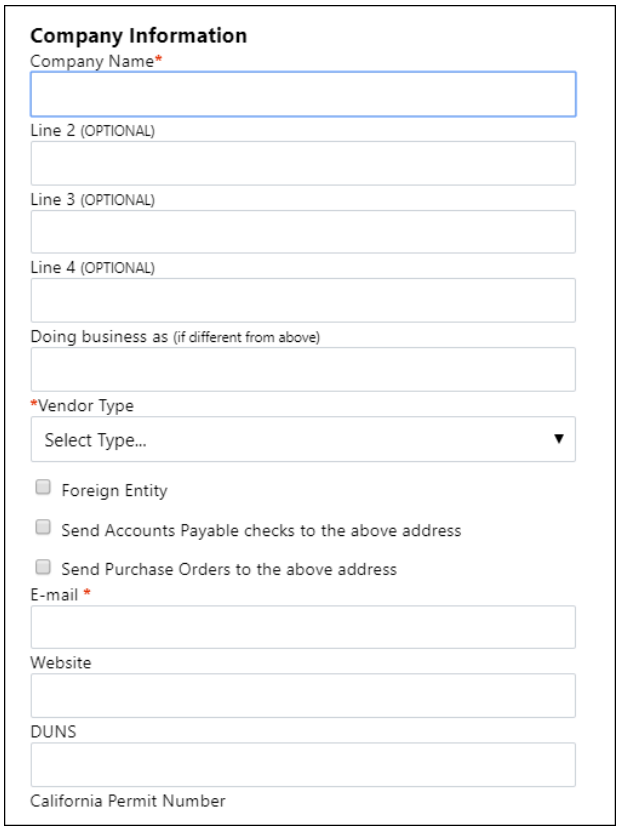
Vendors must complete the required fields to specify the information for the new vendor record.



Vendors must complete the required fields to specify the information for the new vendor record.

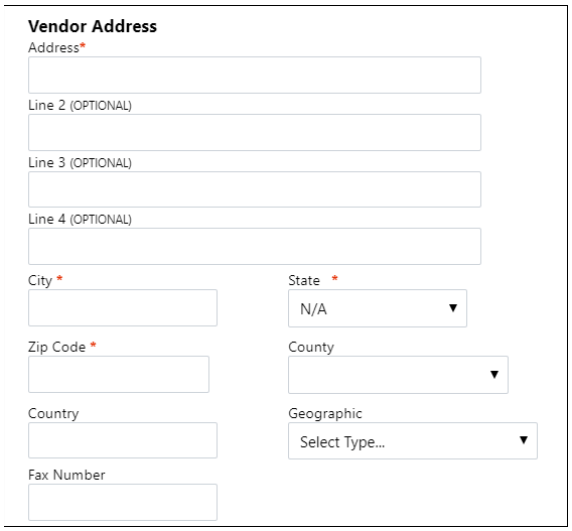
Company Information

The Company Information group of the New Vendor Registration page defines basic information about the vendor.



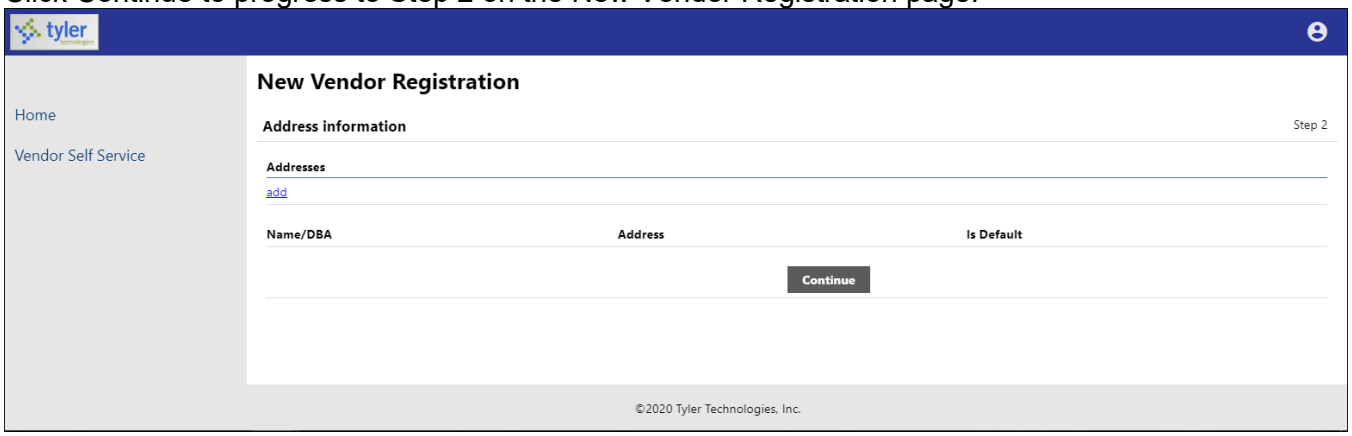
Vendor Address

The Vendor Address group of the New Vendor Registration page specifies the vendor's main address and selected contact information.

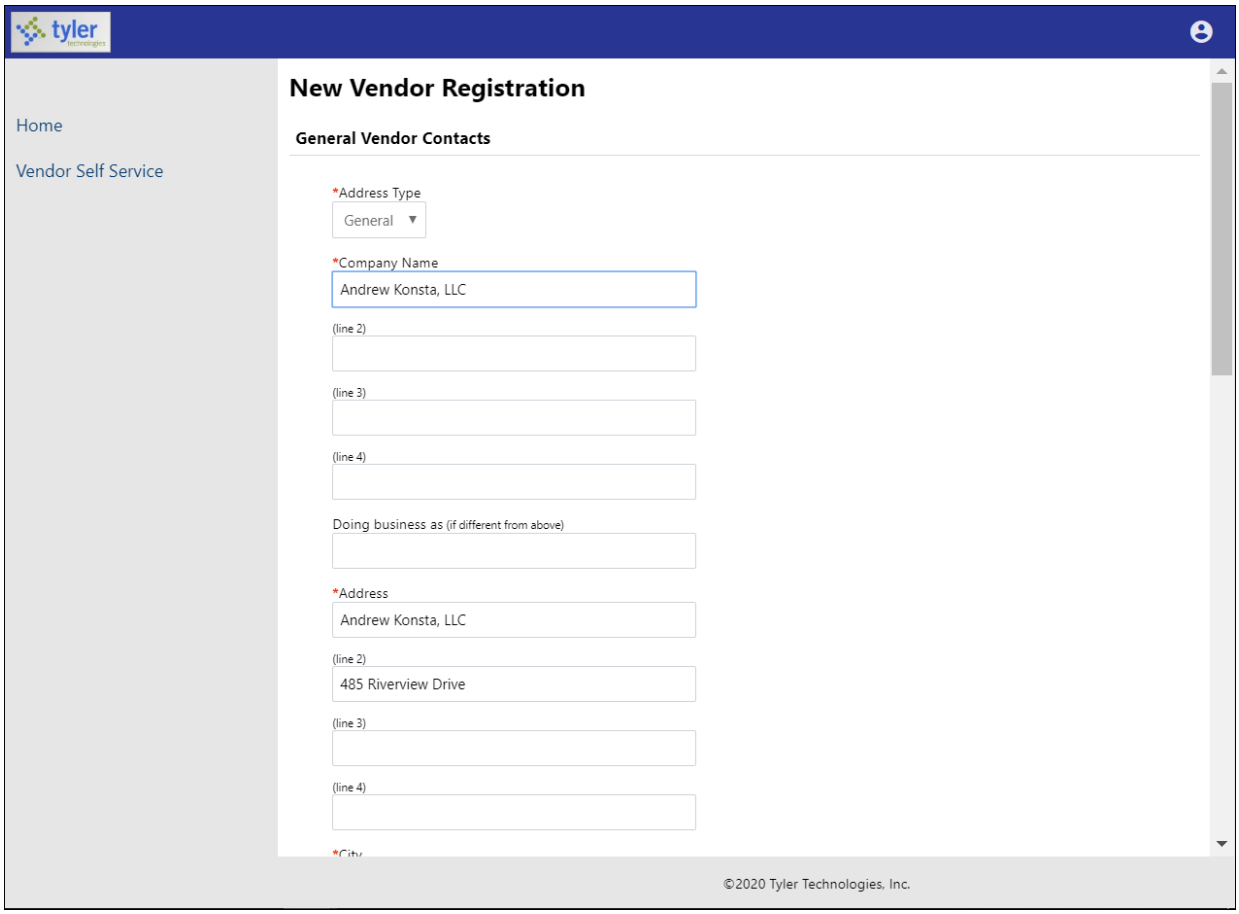


Minority Business Enterprise-DO NOT USE-SEE LEDE INFORMATION ON VENDOR PAGE AT CCSOH.US

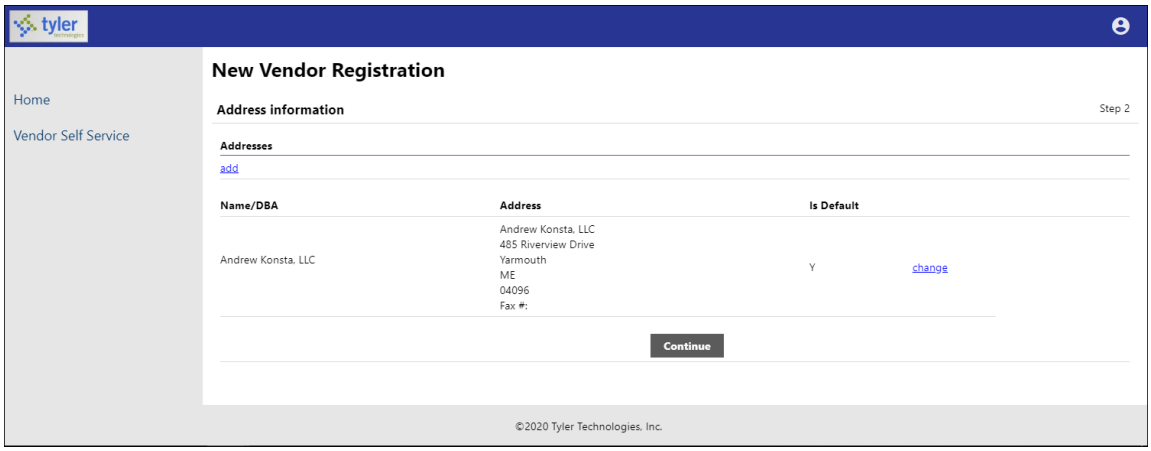
Click Continue to progress to Step 2 on the New Vendor Registration page.



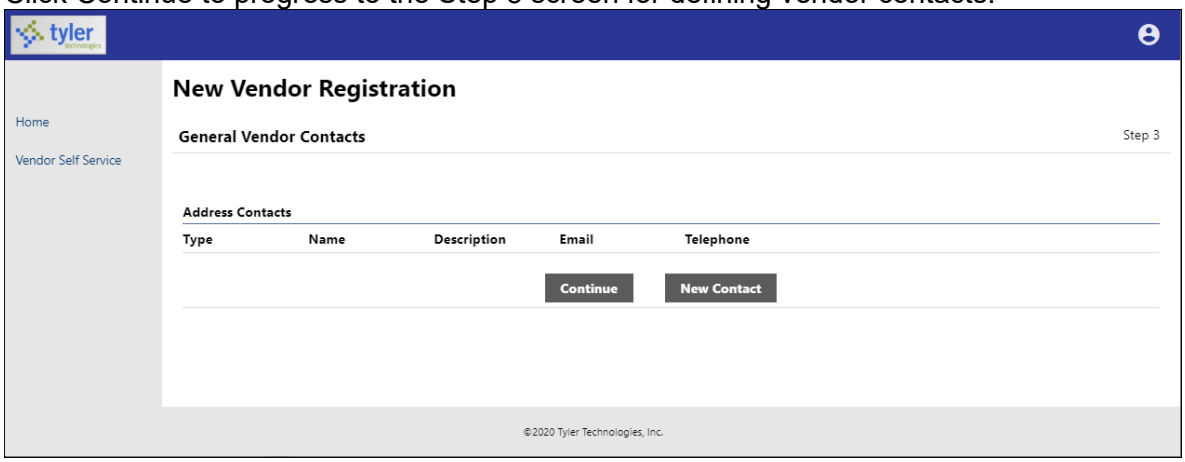
Click the Add link in the Addresses group to display the General Vendor Contacts screen for adding vendor remit address information.



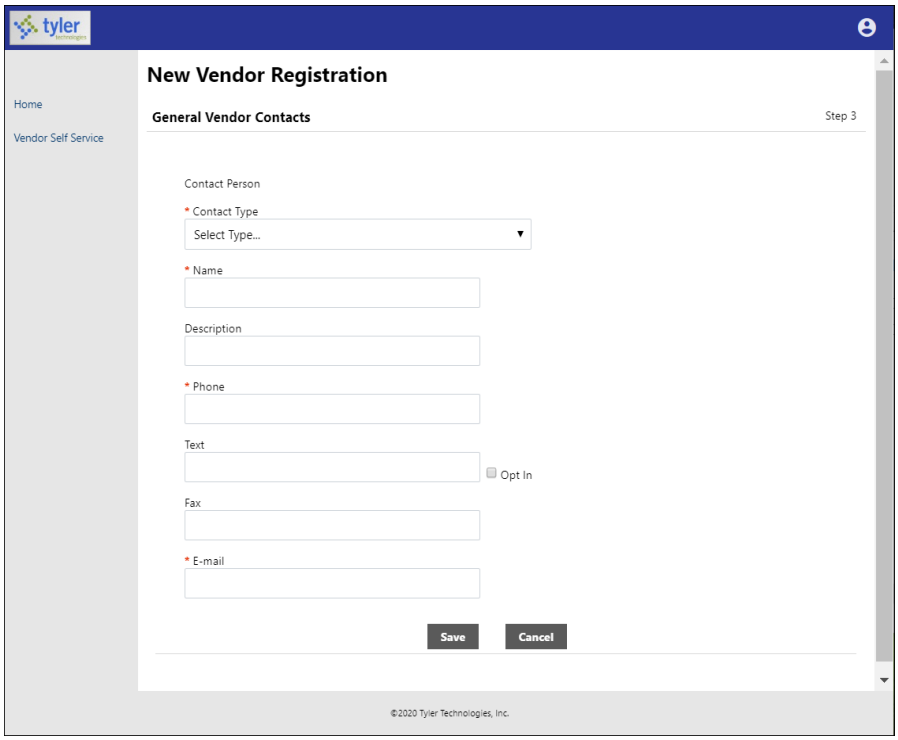
After completing the fields, click Save at the bottom of the page. VSS saves the entered information and returns to the Step 2 screen, summarizing the entered information.



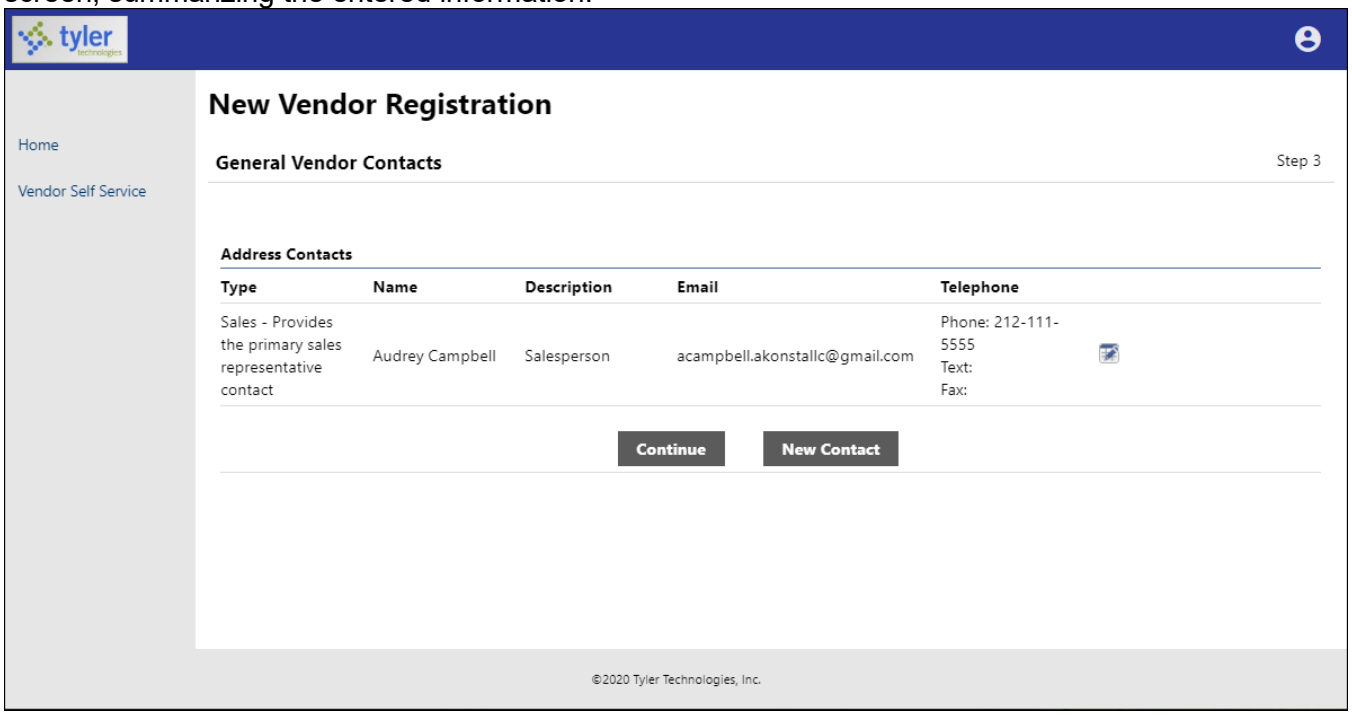
Click Continue to progress to the Step 3 screen for defining vendor contacts.



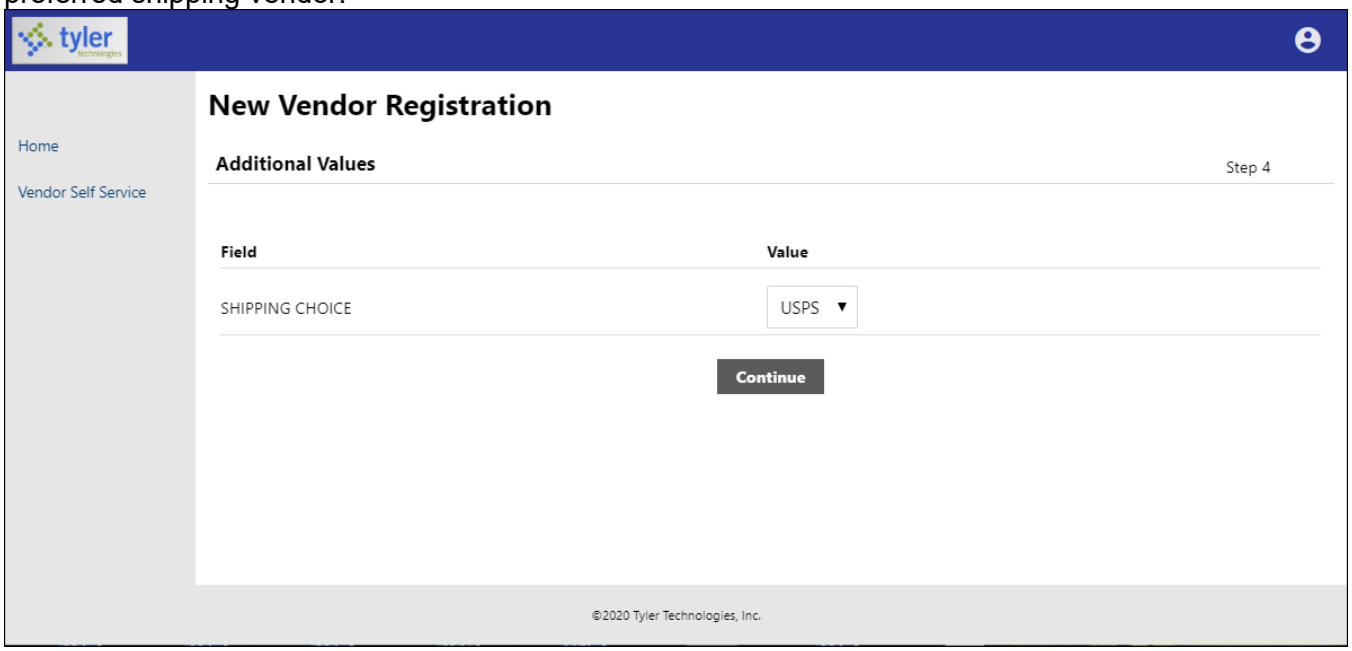
Click New Contact to add a new vendor contact.



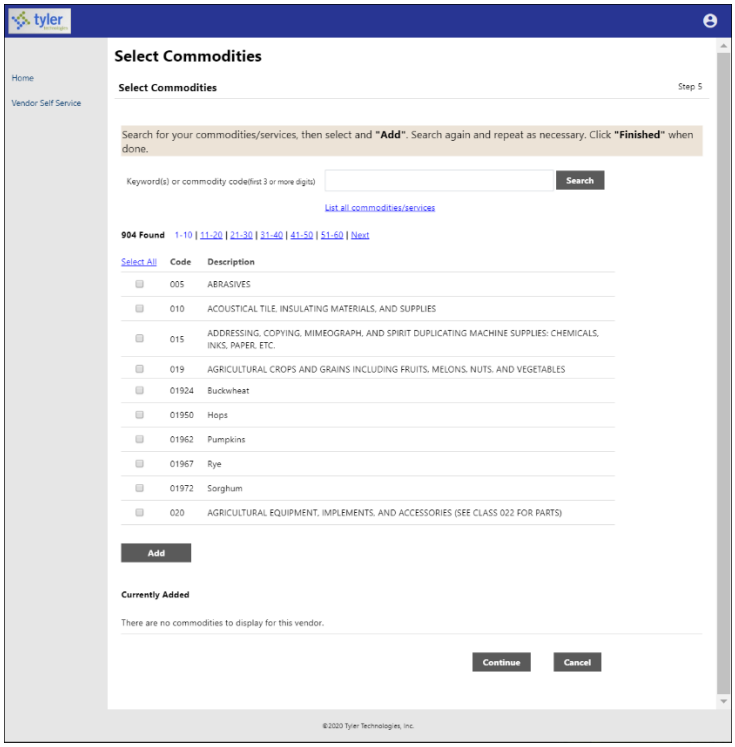
Complete the fields and click Save. VSS saves the entered information and returns to the Step 3 screen, summarizing the entered information.



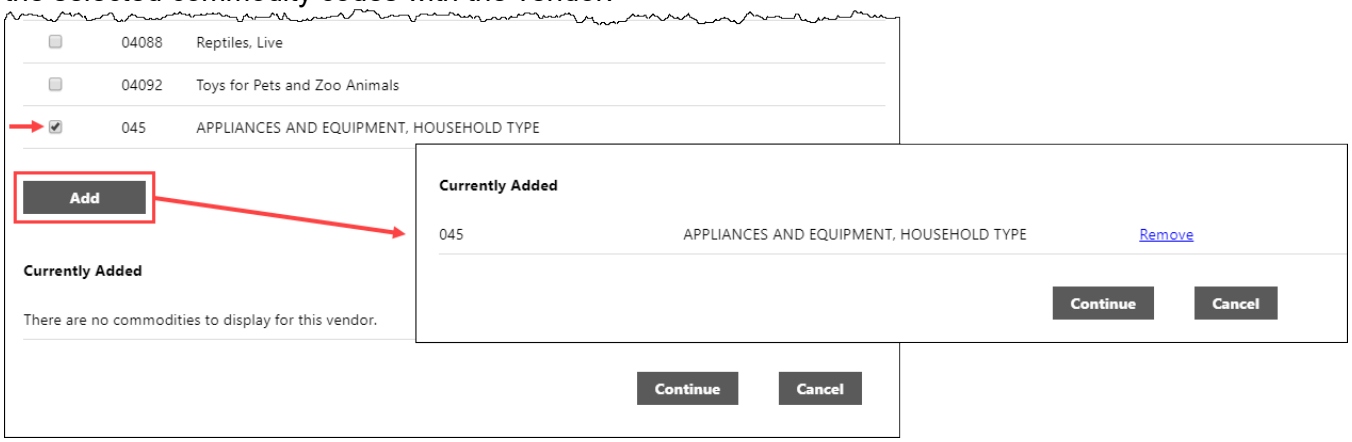
Click Continue to progress to the Step 4 screen.
In this example, the Step 4 screen provides additional values to specify for the vendor, such as a preferred shipping vendor.



Select the additional values as required and then click Continue to progress to the Step 5 screen. In this example, VSS provides the Select Commodities screen for choosing the commodity codes to associate with the vendor.

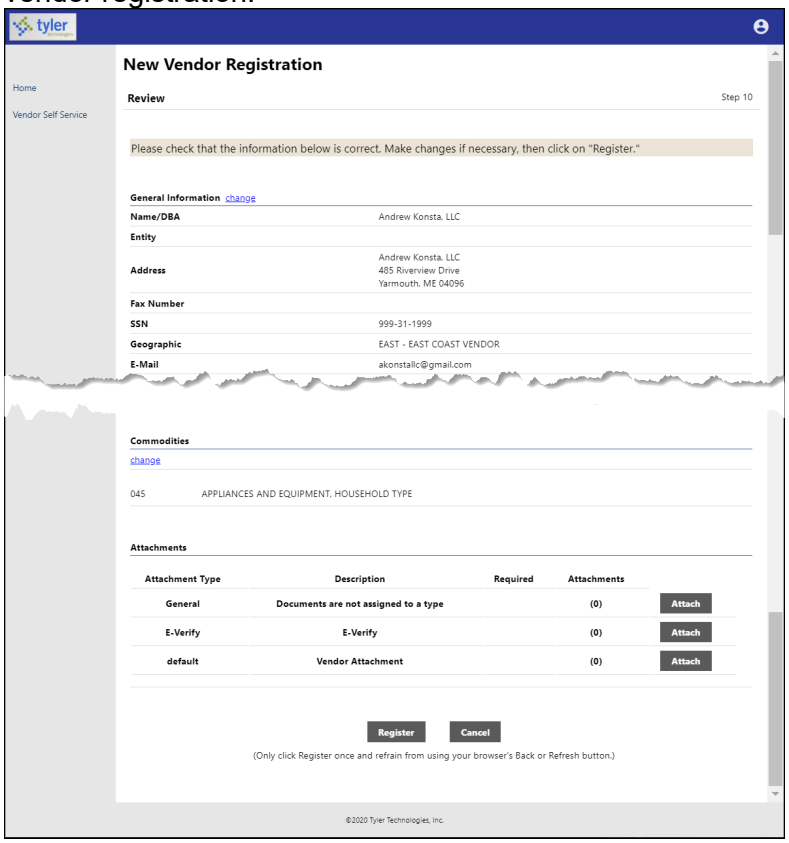


Enter keywords or commodity codes in the Search box to refine the list of provided codes.
Select the check box for each commodity code to associate with the vendor, and click Add to associate the selected commodity codes with the vendor.

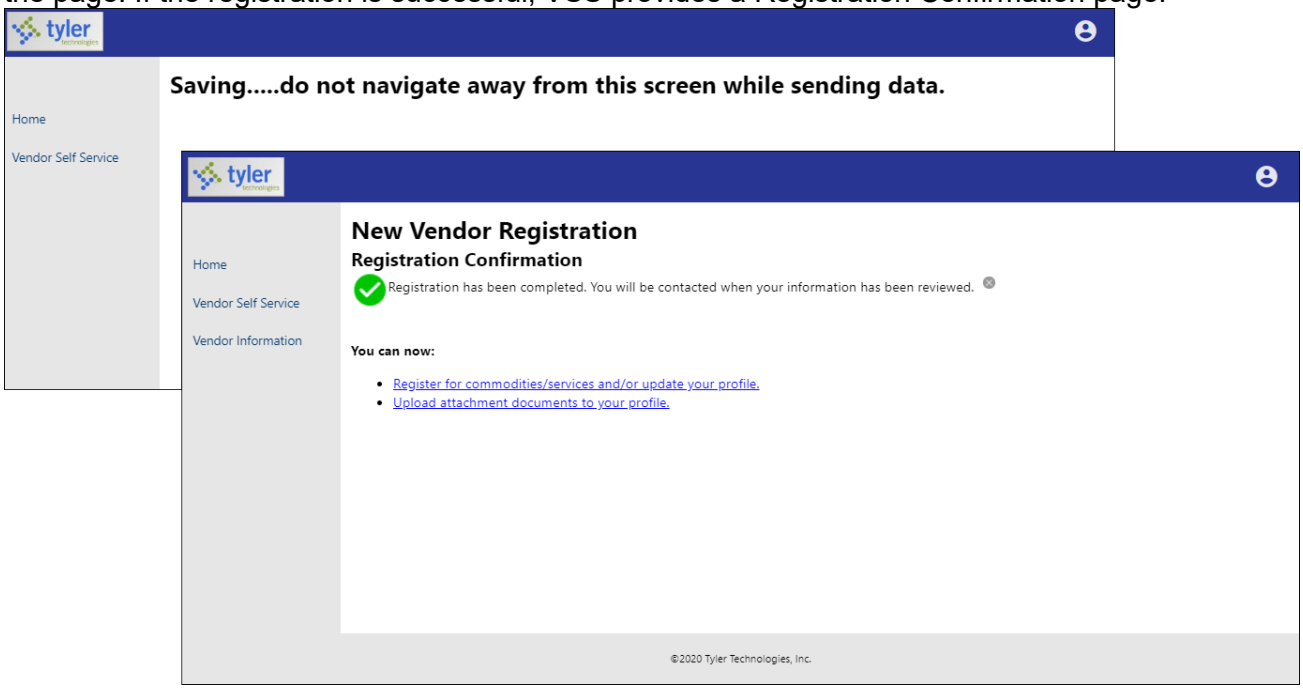


Use the Remove option to delete any currently associated commodity codes.

Click Continue to progress to the next step to review the entered information prior to submitting the vendor registration.



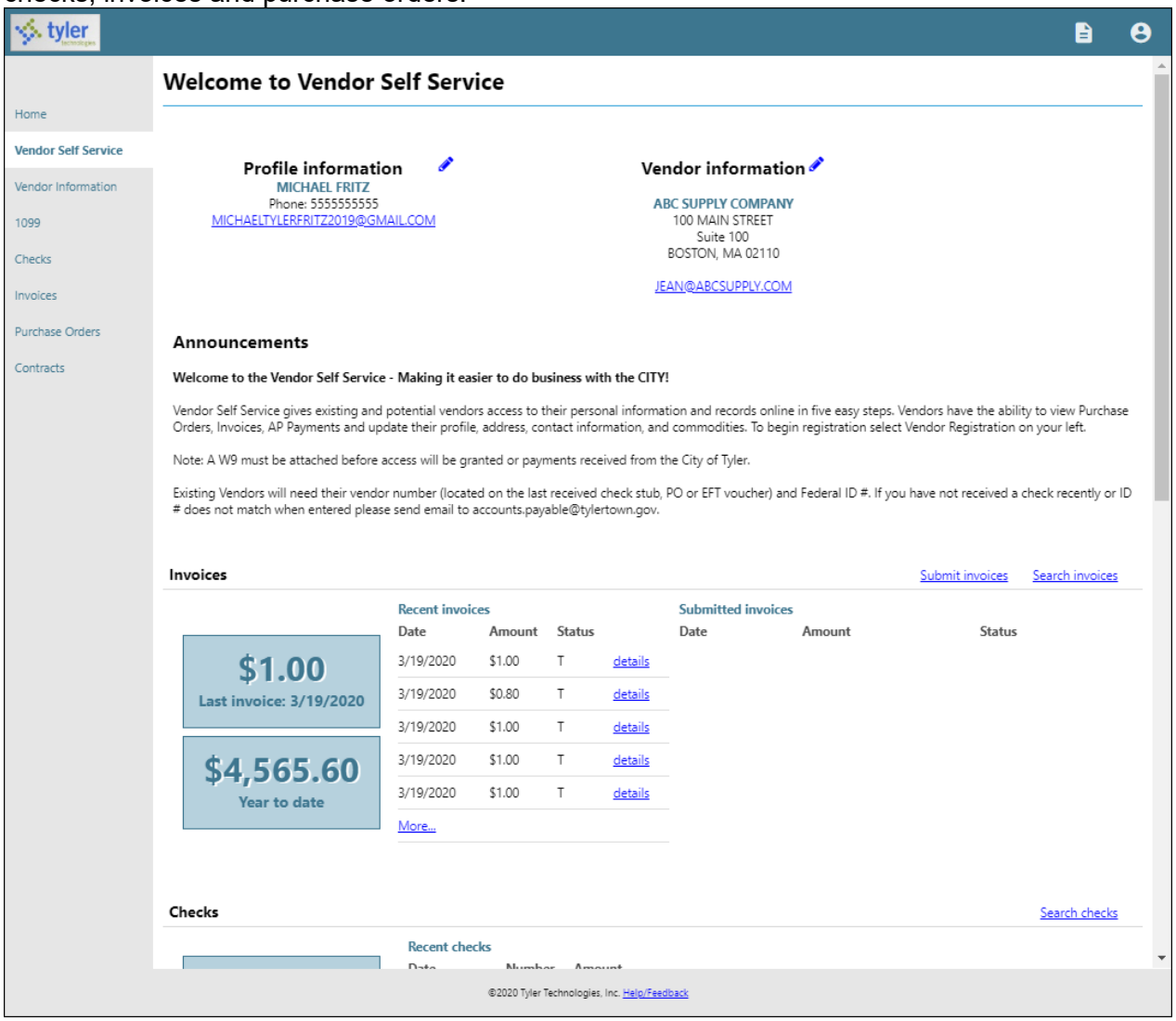
Click Register to complete the registration. You must click the Register option only once and remain on the page. If the registration is successful, VSS provides a Registration Confirmation page.



Newly registered vendors only have access to the Home, Vendor Self Service, and Vendor Information tabs. Your organization's Vendor Self Service administrator must grant the vendor access to additional options.

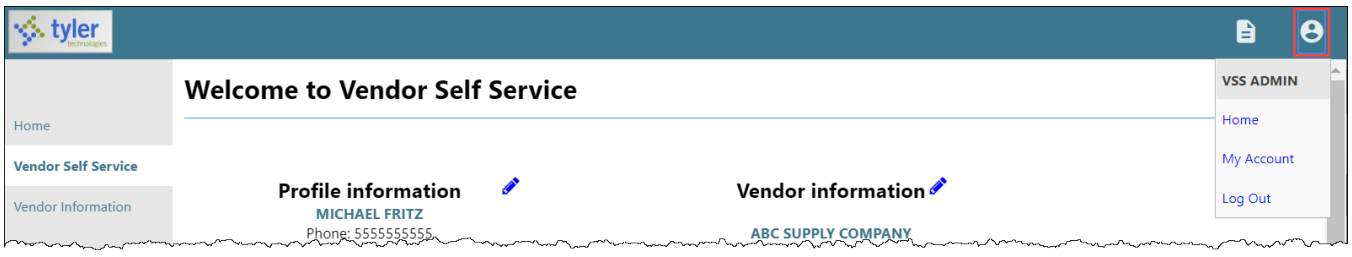
Vendor Self Service

The Vendor Self Service home page provides the vendor's profile information and access to 1099's, checks, invoices and purchase orders.



Clicking the login option in the header displays the following menu options:

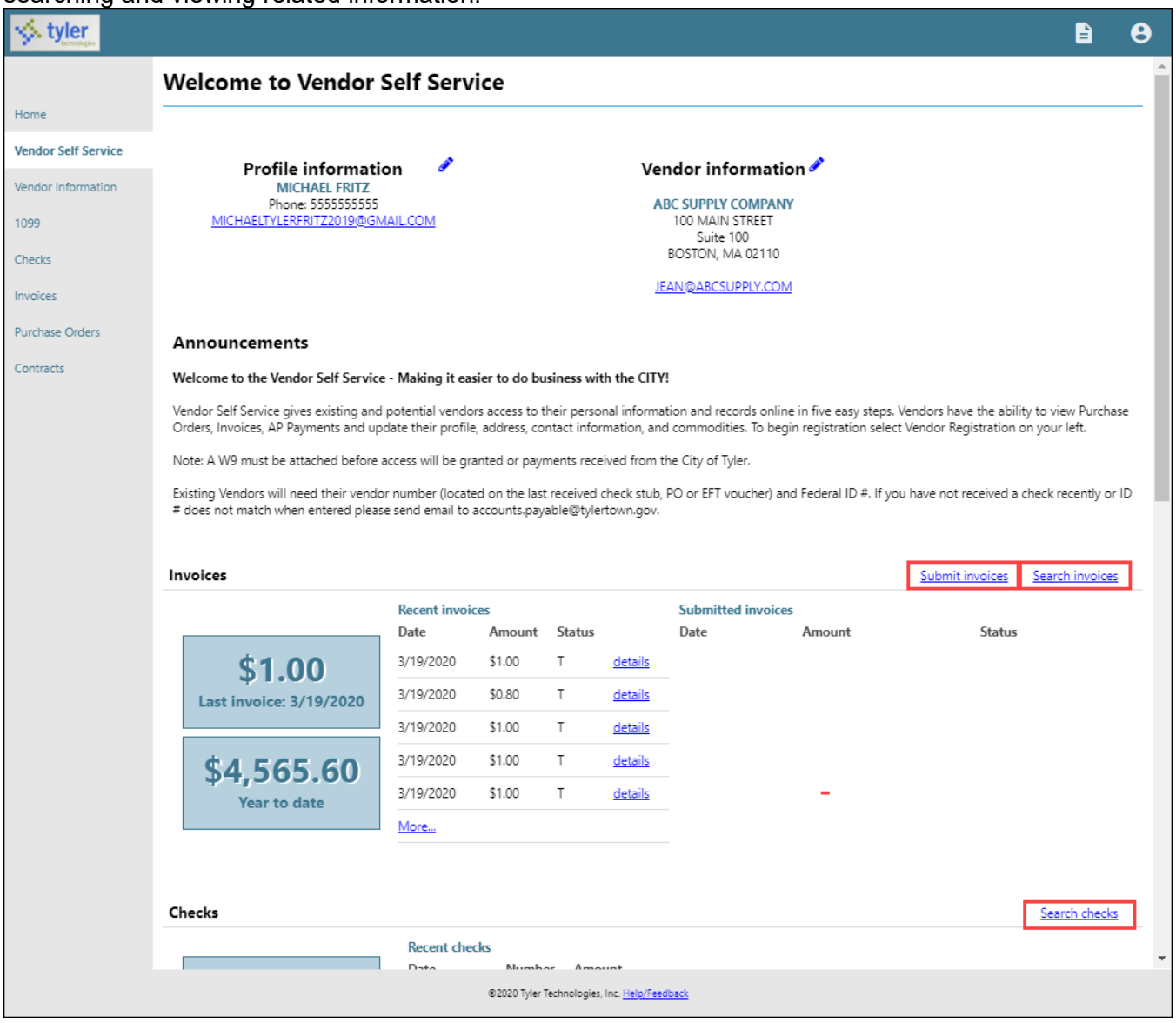
- Home—Opens the default Self Service home screen.
- My Account—Opens the My Account page containing the vendor's account information.
- Log Out—Logs the vendor out of Vendor Self Service.



The Resources option in the header provides a Vendor Self Service manual.

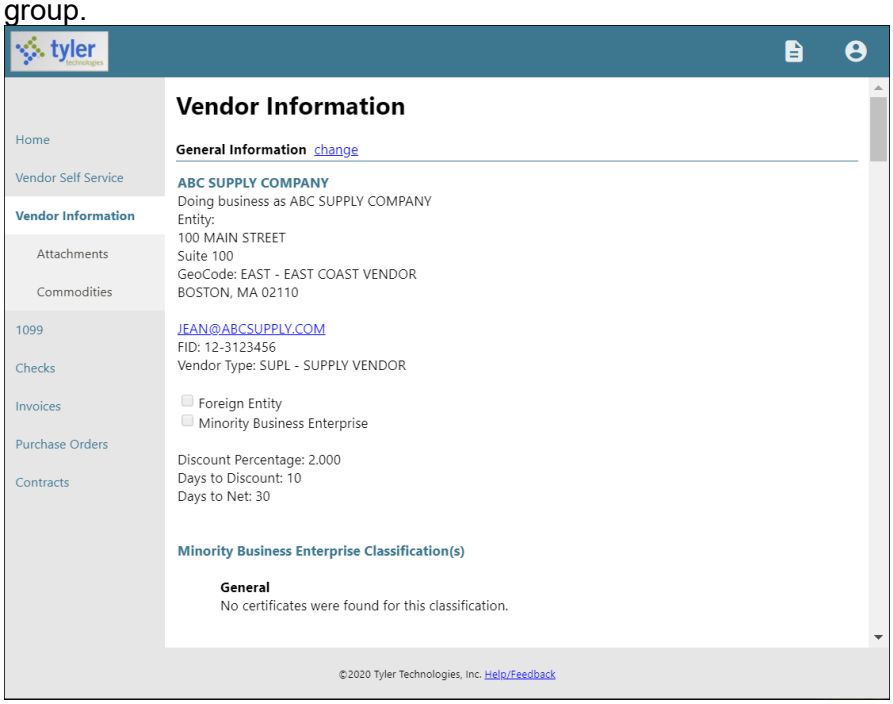


On the Vendor Self Service page, the headings for the individual information groups include options for searching and viewing related information.



Vendor Information

Clicking Vendor Information provides the Vendor Information page. The Vendor Information page groups profile information by category. By clicking Change, a vendor can update the information in that group.



The General Information group contains the vendor's address and contact information, type and foreign entity status, and minority business enterprise status.

The Address Information group displays the vendor's remittance address and contact information.

Address Information change

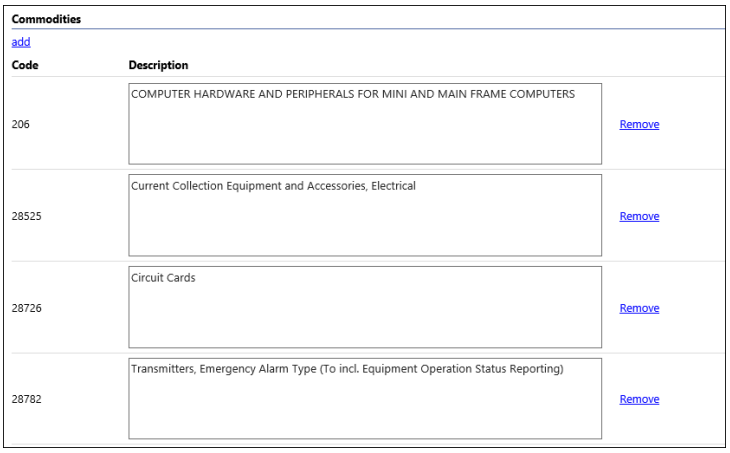
Name/DBA	Address	Is Default
ABC SUPPLY COMPANY	PO BOX 348992 WILLIAMSBURG VA,23185	N
ABC SUPPLY COMPANY	123123 WILLOWBROOK AVENUE PORTLAND ME,02434	N
ABC SUPPLY COMPANY	497897 FRANKLIN AVE WACO TX,76710	N

The Contacts group lists the vendor's contact persons and information.

Contacts change

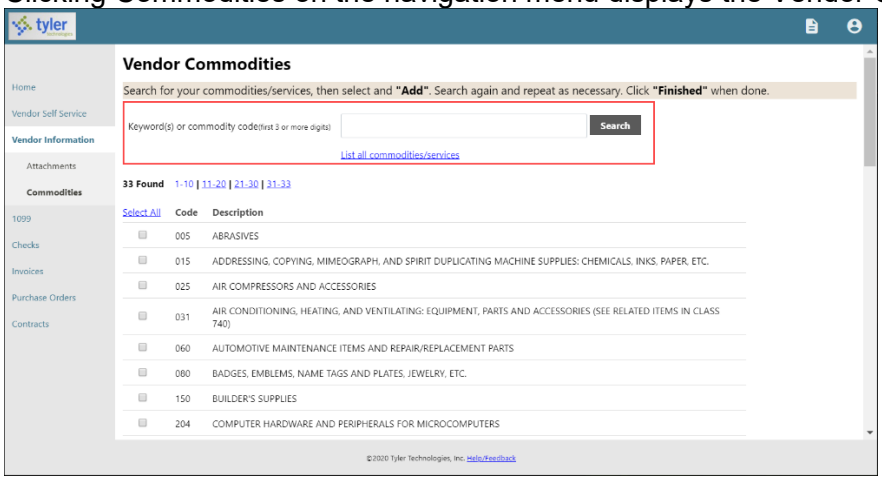
Type	Name	Title	Email	Phone
GENERAL	KELLY PIPER	ACCT. REP	KPIPER@ABCSUPPLY.COM	617-234-1234
GENERAL	SAMUEL L. SMITH	SALES MAN	SSMITH@ABCSUPPLY.COM	617-234-1234
GENERAL	MICHAEL FRITZ		MICHAELTYLERFRITZ2019@GMAIL.COM	5555555555

The Commodities group contains a list of commodity codes associated with the vendor. Vendors remove commodities from the list by clicking the Remove link. The Add option allows vendor to add commodities to the list.



Commodities

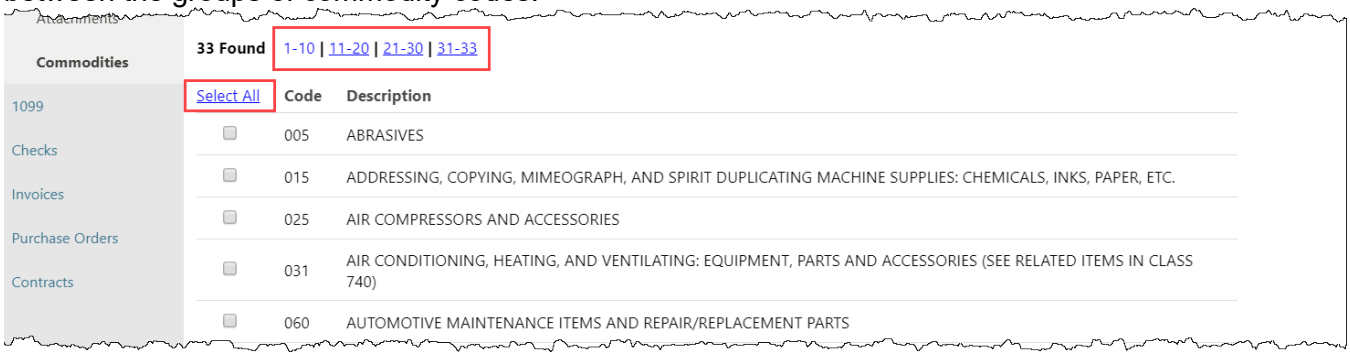
Clicking Commodities on the navigation menu displays the Vendor Commodities page.



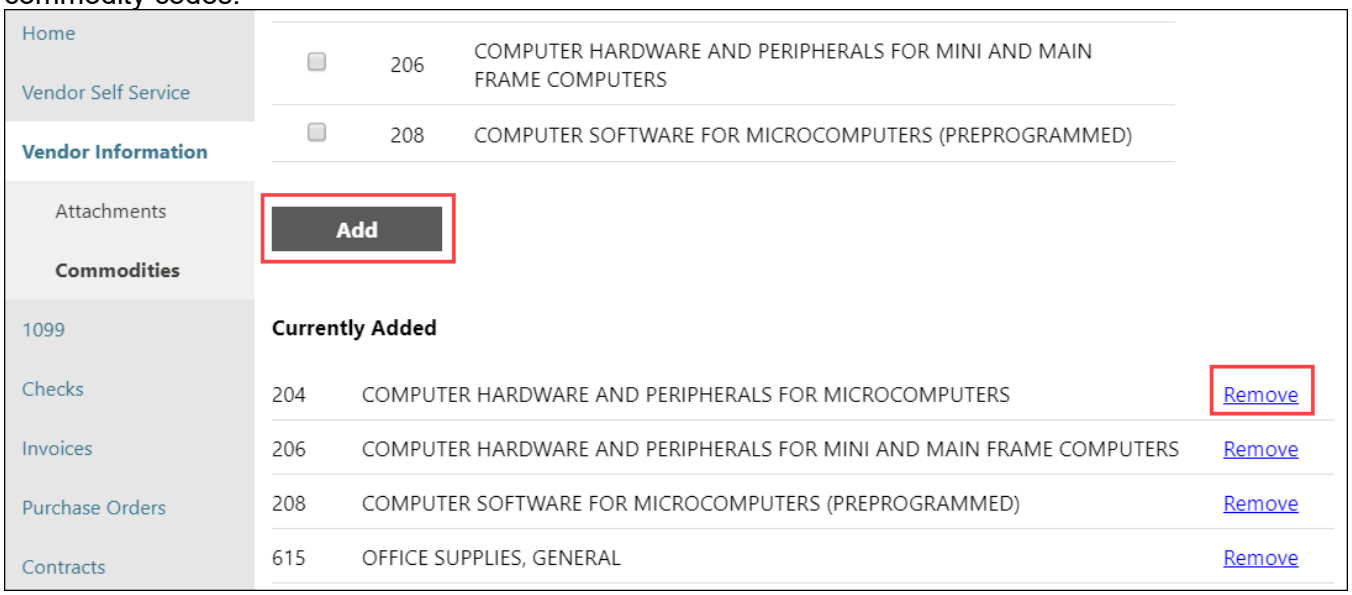
Vendors use the Search box to search for commodities by code or keyword. Alternatively, clicking List All Commodities/Services displays all commodity codes in your organization's Enterprise ERP database. VSS displays the number of codes found during a search and updates the commodity table.

Vendors can view commodities by group using the numbered group selections, or they can identify specific commodities by selecting individual check boxes. If a vendor selects an individual check box within a numbered group selection, VSS saves the value of each check box when the vendor navigates

between the groups of commodity codes.



After identifying the applicable commodity codes, clicking Add causes VSS to add the selected commodity codes to the vendor's profile and updates the list of commodities. Clicking Remove removes the commodity from the group. The Currently Added group provides the full list of associated commodity codes.



When vendors complete the commodity code update, they click Finish at the bottom of the page to save the changes and return to the Vendor Information page.